

COUNTY LIBRARY

POLICY DESCRIPTION FORM

Department/Group: County Library/ ED/PSG Budget Code: SAP CLB

Title: Restoration of Vacant Positions

PRIORITY: Rank 1 of 1 FUNDING: Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

The vacant Librarian I position is needed for the management, operation, and programming of the department's Learning, Information, Technology, and Education (LITE) Program. This Program provides educational activities and material to the families of children ages 0 to 5. Restoration of this position would enable the department to eliminate a Public Service Employee currently overseeing this Program on an interim basis.

The department also requests approval to restore a recently-vacant Library Associate position. This position is the appropriate classification needed to manage the newly established Serrano High School Joint-Use library. The staff member currently performing these duties is in a different classification and use of the Library Associate position would maintain the integrity of the Library's staffing plan.

Lastly, County Library seeks approval to restore a vacant Library Program Coordinator to supervise the department's Collection Services/Adult Services unit. This is a management-level position directly responsible for the ordering, tracking, processing, and distribution of all incoming Adult, Reference, Periodical, and Online Publications. The Library was in the process of conducting a recruitment for the position when concerns about State budget reductions prompted a delay in the recruitment. In the interim period prior to recruitment for this position, a lower-classification staff member has been performing the most essential duties of the position in return for special assignment compensation, but In order to ensure efficient operation of this unit and to relieve staff members of excessive demands, approval of this item is recommended.

		2003-04	Ongoing 2004-05
APPROPRIATIONS			
Salaries & Benefits (attach additional page if required)		\$ 149,162	\$ 149,162
CLASSIFICATIONS			
<u>Budgeted Staff</u>	<u>Title</u>	<u>Amount</u>	
1.0	Librarian I	45,900	
1.0	Library Associate	41,752	
1.0	Library Program Coordinator	61,510	
Services & Supplies			
Other (specify) _____			
Equipment			
FIXED ASSETS			
<u>Item</u>	<u>Amount</u>		
_____	_____		
_____	_____		
_____	_____		
Reimbursements (specify) _____			
Total:		\$ 149,162	\$ 149,162
REVENUE (specify source)			
Property Taxes		103,262	103,262
Grant Funds		45,900	45,900
Total:		\$ 149,162	\$ 149,162
LOCAL COST		\$ 0	\$ 0